

Questions for PR-HQ-01-12901 #3 of 8/03/01

1. Q: Please clarify the instructions for preparation of the Technical Approach of RFP PR-HQ-01-12901. Should it address all SOW areas (A-E), only the 3 main areas (A-C), or just the 3 Sample Work Assignments that represent those 3 main SOW areas.

Q: Section M 3, Evaluation Factors For Award (EPAAR 1552.215-71) (AUG 1999):

Page M-2, Subsection (b)(1) Technical Approach. This section states that the evaluation of this section is based on how well we demonstrate our understanding of the requirements of the SOW... as presented in the sample work assignments. Page L-10, Section L-10 Subsection (B)(1) - Required Sections of the Written Proposal. This section states that the technical proposal must express how we propose to comply with the work statement and a full explanation of the techniques and procedures you propose to follow and asks the offeror to further demonstrate an understanding of RFP requirements by developing approaches to the sample work assignments. This appears to request both an approach to the overall SOW as well as responding to the three sample work assignments. Please clarify whether the technical approach for evaluation purposes must address more than the three sample work assignments.

A: You should address all SOW areas along with the sample Work Assignments.

Q: From reading pages L-10 and M-2 of the RFP, it is our interpretation that the proposal should include a Technical Approach covering the overall scope of work, in addition to separate technical approaches for each of the sample work assignments. Is that a correct interpretation?

A: Correct

2. Q: Please clarify the page limit for the Sample Work Plans: at least 3 pages or a maximum of 3 pages?

A: A maximum of 3 pages per Sample

3. Q: The RFP contains seemingly contradictory language on items excluded from the page limit. Section L.10(a)(2), on page L-7 of 40, states that the limit excludes "staff resumes and resume of company experience." However, Section A.1, "Length" on page L-8 of 40 states that "Performance Questionnaires are excluded from the above stated page limitation" and makes no mention of the resume of company experience. Please re-state the items excluded from the page limit.

A: Resumes and Performance Questionnaires are all excluded from the 75 page limit.

4. Q: Section A.1, "Length", states that Performance Questionnaires are excluded from the

above stated page limitation. However, we see no instructions for those questionnaires. Please clarify the requirement.

A: Performance Questionnaires are Attachment 4 of the solicitation.

5. Q: Section L.10.(b).3 of the RFP indicates that the Corporate or Organizational Experience section is to be a "resume of company past experience in the field of technical endeavor which would especially qualify your company for this requirement." Section L.10.(a).2 of the RFP indicates that the 75-page limit on the proposal "... excludes staff resumes and resume of company past experience." Does this mean that the Corporate or organizational Experience section of the proposal (Section L.10.(b).3) does not count toward the 75-page limitation and has no other page limitations?

A: Corporate or Organization Experience Resumes are included in the 75 page limitation.

6. Q: Section G.2 states that "The government contemplates multiple awards of fixed-rate contracts." Section G.2 (2.B) states "Proposals submitted for task orders will be based on the fixed loaded labor rates set forth in the Section 8 clause FIXED RATES FOR SERVICES." These statements seem to imply a fixed-rate type contract. Section L.6 states "award of an Indefinite Delivery/Indefinite Quantity Cost Reimbursement (Cost-Plus-Fixed-Fee) contract." Please clarify or confirm that the cost proposal and resulting contract will be Cost-Plus-Fixed-Fee.

A: These discrepancies will be addressed in Amendment 0001. The resulting contract will be Cost Plus Fixed Fee.

7. Q: Section B, Supplies or Services and Prices/costs and Section L.4, Type of Contract (FAR 52.216-1) (APR 1984) Deviation:
Section B, Page B-1 and Section L.4, Page L-6 identify the contract as an Indefinite Delivery/Indefinite Quantity Cost Reimbursement (Cost-Plus-Fixed -Fee) type contract while Section G.2 - Task Orders Issued Under Multiple Award Contracts, Page G-1 indicates that the contract is to be a fixed-rate contract. Please clarify the contract type. If the contract is to be Cost-Plus-Fixed-Fee, will the subsequent task orders be CPFF completion or CPFF term?

A: The contract type will be Cost-Plus-Fixed-Fee as identified in Clause **L. 4 TYPE OF CONTRACT (FAR 52 . 2 1 6 - 1) (APR 19 8 4) DEVIATION**. The subsequent Task Orders will be CPFF completion or CPFF term depending on the nature of the work required and the end product. There will be both types of work under the resulting contracts.

8. Q: Page L-19 indicates that form SF 1448 should be submitted along with the cost proposal. Page L-27 indicates that form SF 1411 should be submitted. Please indicate which form should be used or if both forms should be used.

Q: The bottom of pg. L-27 refers to the submittal of SF 1411s for cost information. It is our

understanding that these forms are no longer required from the offeror or its contractors. If these forms are required, where may we obtain blank SF 1411s?

Q: RFP section L.14(d) requires the submittal of SF1411's. Can we assume that offerors will instead be required to submit SF1448's since certified cost and pricing data is not required?

Q. Page L-19, Subsection (b) - Cost or Pricing Proposal Instructions, Item (1) indicates that cost or pricing information is to be submitted on Standard Form 1448 while Page L-27, Section L-14, Subsection (d) indicates that Standard Form 1411 should be submitted. Which Standard Form does the EPA prefer to be submitted?

A: FAC 97-02 incorporated several changes for the rewrite of FAR Part 15. Two mandatory forms were eliminated: the Contract Pricing Proposal Cover Sheet, SF Form 1411, and the information other than cost or pricing data, SF Form 1448. The offeror should be aware that most of the information requirements on the SF Form 1411 are still in effect per the general instructions in Table 15-2 under FAR 15.408(m). (Effective date of February 9, 1998.) Use of these forms is optional, however, the forms provide the framework for the information to be provided in a cost-reimbursement type of proposal submittal such as this one. Links are provided to these obsolete forms for information purposes. SF 1411 in PDF format, SF 1411 in MS Word format, SF 1448 in PDF format, SF 1448 in MS Word format. Your response to the RFP needs to include the pricing information supporting your offer.

9. Q: Pg L-12, under Item 2, Management Approach, the end of paragraph 2c refers to paragraph d below regarding key personnel. There is no paragraph d. What information is missing from this section?

Q: On page L-12 of the RFP, under section 2.(c), there is reference to a paragraph "d below". That paragraph does not appear to be included in the RFP.

Q. Page L-10, Subsection (2)(c) - Management Approach references paragraph (d) which has been omitted. Please clarify.

A: There is not a paragraph (d) missing. The paragraph should refer you to 4(2) Personnel (Project Personnel Qualifications and Utilization) on page L-13.

10. Q: Under Section L.10, Technical Proposal Content, there are no instructions given for preparation of the Quality Assurance Plan. Are there instructions available for this section?

A: See the following EPA website for more guidance on this topic.
<http://www.epa.gov/quality1/>

11. Q: In reference to Section L.10, paragraph 4. (4) “Availability for each of the first three contract periods, and the percentage of time they are expected to be available to this contract.” Is the following interpretation correct:

If any employee is a full time employee with the prime contractor, they should be 100% available to the contractor and a specific percent available to this specific project. So an example of the table information would look like:

1st - 100 / 50

2nd - 100 / 30

3rd - 100 / 30

If an employee is a full time employee with a subcontractor, they may only be available to the prime a certain percentage of the time, but should be available to the specific project 100% of that time. So an example of the table information would look like:

1st - 50 / 100

2nd - 75 / 100

3rd - 60 / 100

A: Correct

12. Q. Page L-13, Subsection (B)(3)(f) - Size of contract. The government asks that Corporate Organizational Experience be described by size of the contract (average number of professional technical personnel by contract year; personnel by contract year by category...). Our firm does not typically maintain a head count of individual employees working on a particular contract during a given period. Please advise if data concerning Level of Effort expended per contract per year would be acceptable.
13. Q: The Section L instructions on Personnel (starting on page L-13) do not list the Statement of Work area for Pollution Prevention Grant Management Support. Are the Grant Management requirements incorporated into the section on P2 Program Support?

A: This question will be answered in a later document early during the week of 8/6/01.

14. Q. Page M-4, Subsection (4)(b)(1) Business Practices, Item (f) lists Experience in assessing “P2 technology” as an evaluation factor while Page L-15, Section L-10, Subsection (a)(B)(4)(1)(f) lists Experience in assessing “P2 technology gaps”. Please clarify which definition is applicable.

A: This question will be answered in a later document early during the week of 8/6/01.

15. Q. Pg. L-23-25, #L.11, Past Performance. The appropriate preparation and use of the Past Performance Questionnaires (PPQs) is not clear.

- a. Are the offeror and subcontractor(s) expected to complete a PPQ for each project listed in the Past Performance Section and include them as part

of the proposal?

A: They should be completed for those contracts of similar size and scope of work, that would relate to the work anticipated under any resulting contract from this RFP. To keep this manageable, at least three references should be provided, if possible, combined between the Prime and the Subcontracts. The references should be in rough proportional relation to the amount of work to be provided by the Prime and Subcontractors. If the Prime will be doing 80% of the work, references should mostly be for the Prime. It would be misleading to include only references from a great subcontractor projected to do less than 1% of the work on the contract.

b. If Attachment 4 is the PPQ to be used, please clarify how it is to be completed. The instructions on the form state that, "The ratings below are supplied by the contractor identified below, NOT the offeror." This would appear to require the contractor to perform a self-evaluation, rather than have the PPQ completed by the client. How do you with the contractor to fill out the PPQ?

A: The intention is for the offering contractor to fill in the basic information on what RFP the questionnaire is being used for, what company the work was done for so that when it is filled out by the customer (another Government Agency or Private Business) and sent to EPA, we know what it is for. The evaluation itself is not to be made by the contractor requesting the evaluation be sent to EPA.

16. Q: Section L.10, Instructions for the Preparation of Technical and Cost or Pricing Proposals (EPAAR 1552.215-73) (AUG 1993) Deviation:

a) Page L-9, Subsection (A)(1) - Length. The RFP specifies that the Past Performance Questionnaires are excluded from the page limitation; however the RFP does not indicate a necessity to include the questionnaires. Please clarify.

A: What is requested to be included is information on who the Past Performance Questionnaires were sent to.

17. Q: Attachment 6, Contractor Performance Report. Are the offeror and/or its subcontractors expected to provide information on this form in the proposal?

A: No, Just evidence that prospective evaluators have been notified of the potential need for this information.

18. Q: Attachment 7, Contractor Evaluation Form. This appears to include the same information in Attachment 6, Contractor Performance Report. Are the offeror and/or its subcontractors expected to provide information on this form in the proposal?

A: This is a sample for information purposes of the standard format utilized by the NIH

Past Performance System which is used by EPA, and many Federal Civilian Agencies. In the future, it is anticipated that performance on all EPA contracts will be captured in this database for Past Performance evaluations by all participating agencies.

19. Q: On page L-13 of the RFP, under section 3 (e), we assume the term "turnover percentage" refers to staff turnover on the contract. Is that correct?

A: Correct

Q. Page L-13, Subsection (B)(3)(e) - Turnover percentage of contract per year. Does the government want an estimate of staff returning from year to year? If so, our firm can estimate this at the company level, but does not track this at the contract level. Please advise if this is acceptable.

A. Yes. Clearly at the contract level it will differ from the corporate level, and the corporate level will have more historical basis, even though there is no guarantee that it will remain the same in the future.

Q: Please define the term "turnover percentage of contract per year," as used in Section L.10(a)(B)(3), Corporate or Organizational Experience, Item (e) on page L-13. How is this percentage to be expressed when applied to a task order contract with a variable level of effort that utilizes non-dedicated staff in a matrix organization?

A: Turnover is the average percentage of personnel that is lost during a contract period by means of quitting, retiring, transferring, etc. You can't apply this percentage to a non-dedicated staff. There has to be a dedicated staff for the contract.

20. Q: Per RFP section L.15, please confirm that for evaluation purposes only, offerors shall propose the stated ODCs for the base amount only, and propose no ODCs for the optional amount for each contract period.

A: For evaluation purposes ODC's are identified as applicable to the entire period. Since this will be an indefinite quantity/indefinite delivery contract with a minimum dollar amount applicable to each contractor, and a maximum potential value determined by the awarded prices, Optional Amounts are not applicable to this RFP. Provision L.14 has been amended in Amendment 0001 to reflect this.

21. Q: RFP section L.4 states that the Government contemplates award of up to three Indefinite Delivery/Indefinite Quantity Cost Reimbursement (Cost-Plus-Fixed-Fee) contracts resulting from this solicitation. Yet the references to award of Fixed-Rate contracts in section G.2 (page G-1 of 18) and to fixed loaded labor rates in sections G.2(2)(B) and B.1(2nd Paragraph) are inconsistent with an ID/IQ Cost-Plus-Fixed-

Fee contract. Please verify the type of contract that the Government contemplates for award.

A: References to Fixed-Rate/Fixed-Loaded labor rates are not applicable to this Cost-Plus-Fixed-Fee cost reimbursement contract. They are included in the standard language for Indefinite Quantity/Indefinite Delivery contracts as traditionally fixed rates are used in these types of contracts. Clause G.2 will be modified in Amendment 0001 to remove the references to Fixed Rates..

22. Q: Page L-13, Subsection (B)(3)(h) - Comparability to proposed efforts. When describing comparable or similar projects, should we reference these task areas (Business Practices, PBT, and EPP) or reference the Statement of Work task areas as noted in the evaluation criteria in Section M 3, Page M-3?

A: The examples of task areas to cite in comparable work is taken from the SOW task areas and meant to be examples not an exclusive or exhaustive listing.

23. Q: Please clarify the number of pages that would be counted in the page count for an 11 x 17 inch foldout printed on one side, and an 11 x 17 inch foldout printed double sided.

A: This will be considered as two pages for each side of a 11X17 sheet. A few of these pages are fine, but it is not acceptable for your entire proposal submittal.